

Fact sheet

Guest Printing on Lexmark PaperCut Devices

26 July 2024

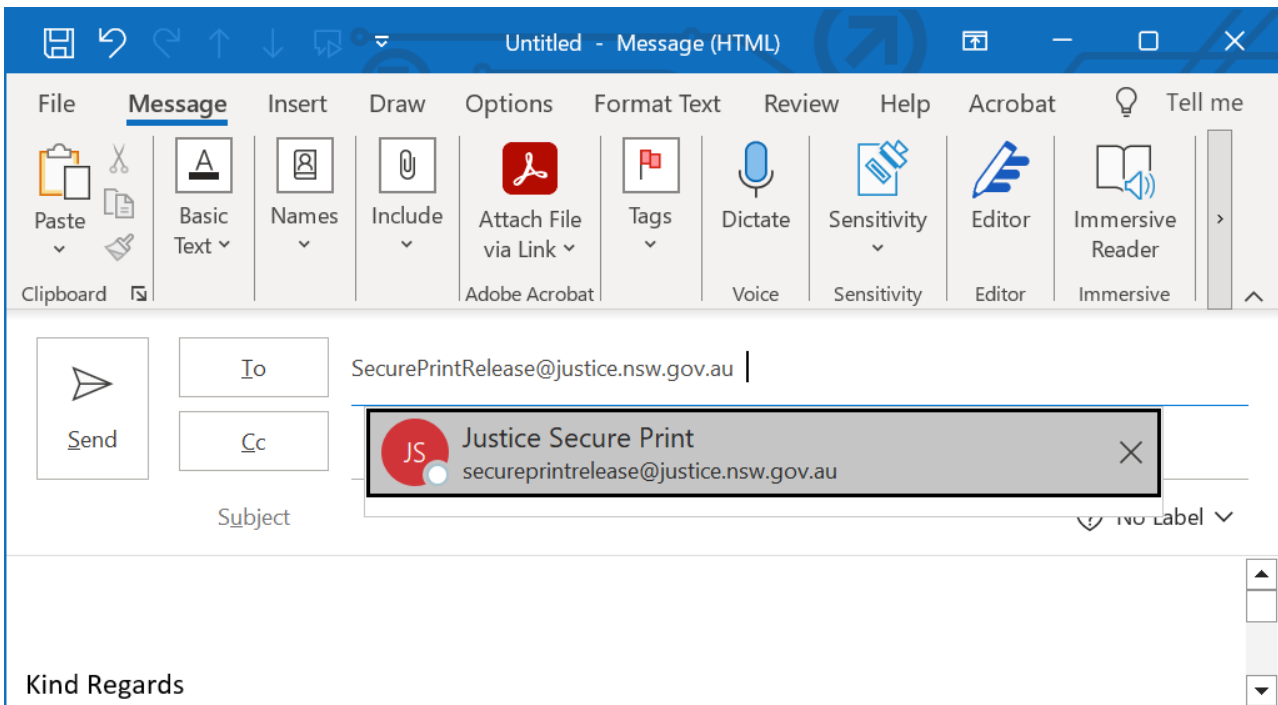
Please use this as a guide for an external visitor to submit a document to print via email without needing an access card. It will also allow for access to copy and scan to email when logged onto Lexmark PaperCut MFDs.

Instructions

Send a Print job as a guest.

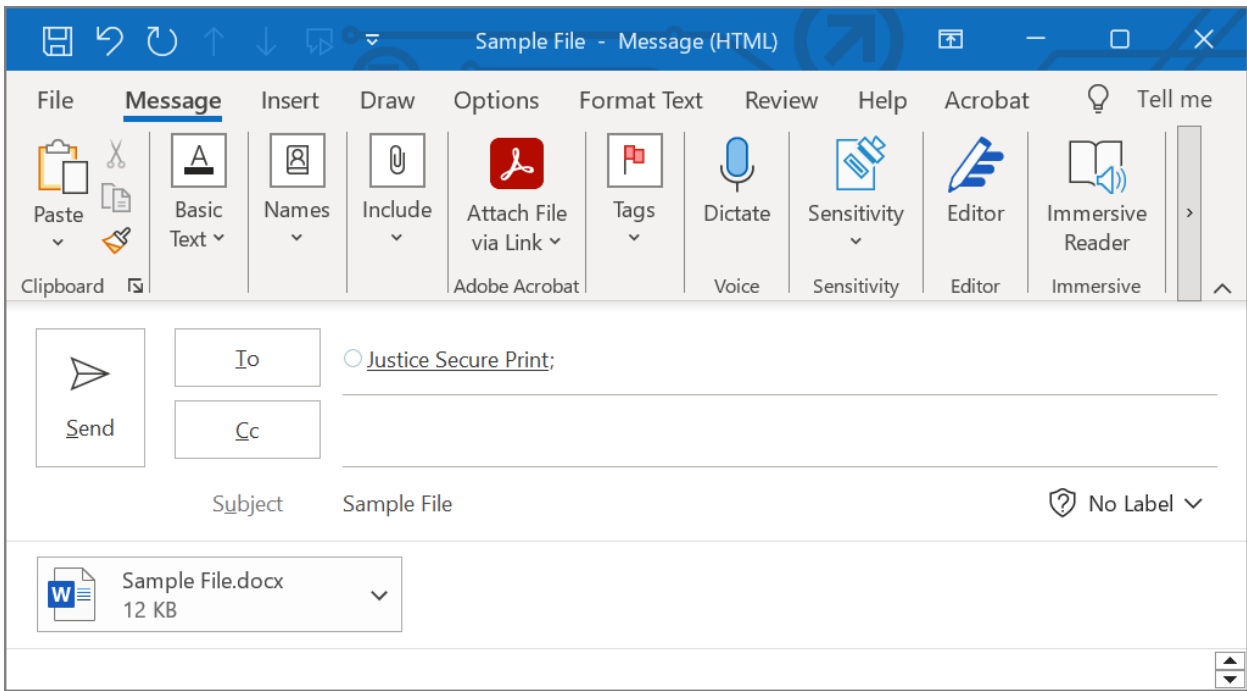
Step 1 - In your email application, open a new email.

Step 2 - In the To field, enter SecurePrintRelease@justice.nsw.gov.au.



Step 3 - Attach a file you wish to print to the email Include PDF, Office, or image document as an attachment to an email. Enter a subject and send.

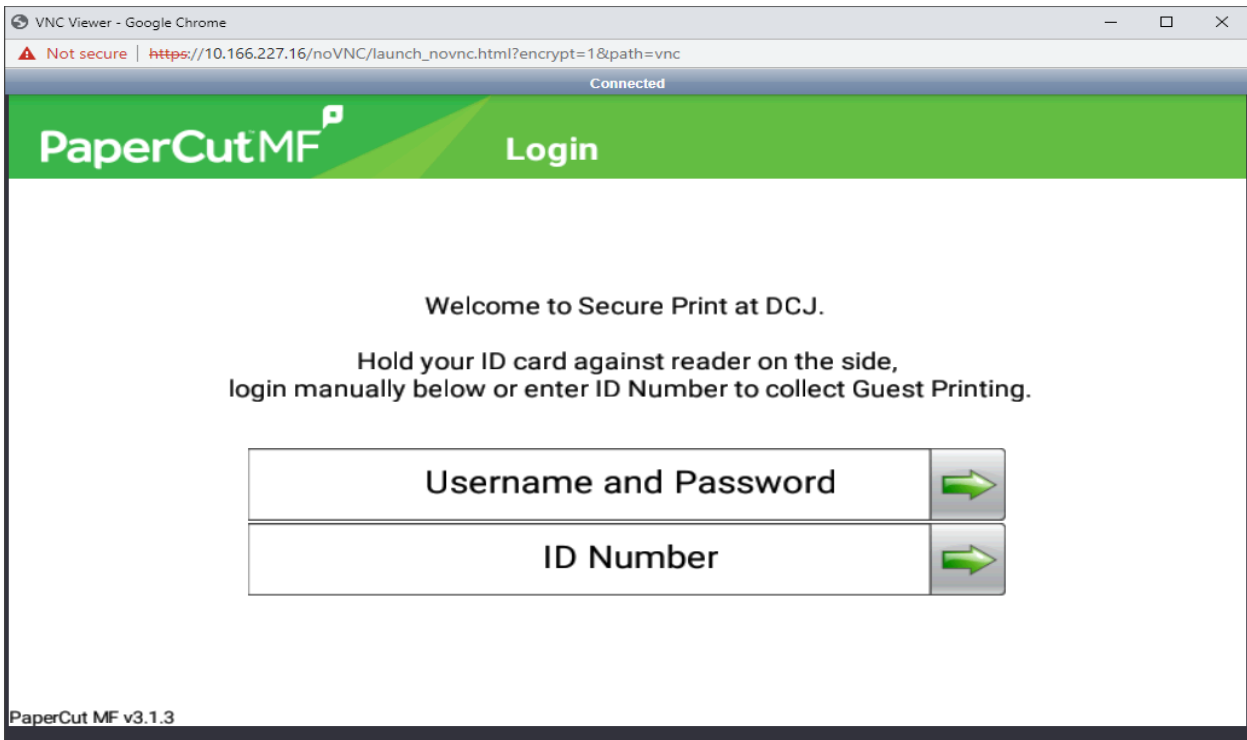
Don't put anything in the body of the email as it won't print.



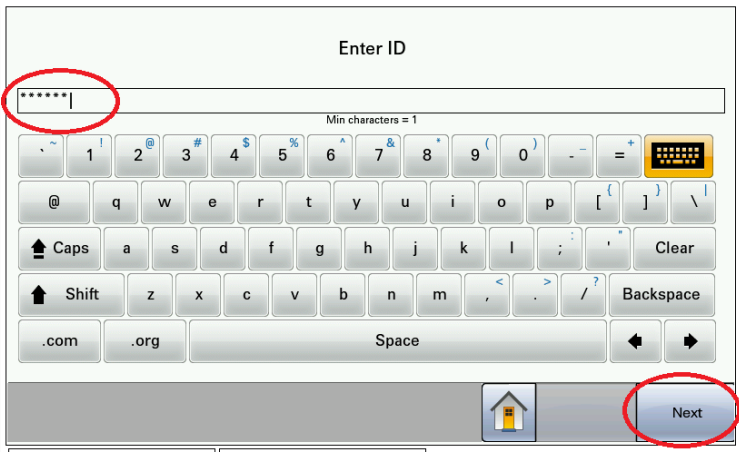
- You will receive a return email with a 6-digit ID Number. Use this ID for all future guest printing.

Using your PIN to print

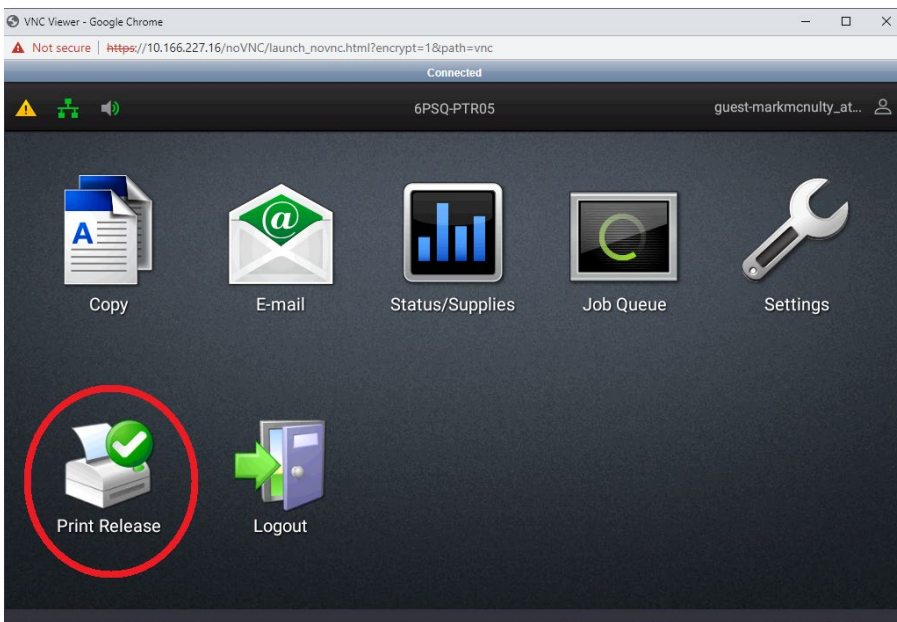
Step 1 - At the PaperCut device screen select the arrow for ID Number.



Step 2 - Enter the Number ID and select Next.



Step 3 - Select Print Release



Step 4 - Select which job to release and then print or Select Print All.

